INNKEEPING Conference & Trade Show

Tropicana Hotel
Las Vegas, Nevada
Exhibit dates: January 29 – 31, 2013

INNKEEPING Conference & Trade Show

Tropicana Hotel – Las Vegas, NV

Event dates: January 29 – 31, 2013

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2013 INNKEEPING Conference & Trade Show

Tropicana Hotel – Las Vegas

January 29 – 31, 2013

SHOW INFORMATION

****

Welcome to Las Vegas and the 2013 INNKEEPING Conference & Trade Show. We are pleased that LAS VEGAS EXPO has been selected as your Official Service Contractor. Our goal is to help make sure your participation is a success.

BOOTH EQUIPMENT:

Each inline booth will be set with 8' high panels of **BLACK** back drape and 3' high **BLACK** side divider drape. **THE EXHIBIT HALL IS CARPETED**. LAS VEGAS EXPO does offer a variety of carpet colors if you wish to customize your booth (please refer to the carpet order form in this kit for further information).

Each 10' x 10' inline booth will consist of:

One - 6' Table Draped **Black**
Two - Side Chairs
One - Wastebasket
One - 7" x 44" Identification Sign per exhibitor.
Copy for this sign will be provided by Show Management.

INSTALLATION:

Exhibitors may begin set-up:
Sunday, January 27, 2013 from **1:00 pm – 7:00 pm****
Monday, January 28, 2013 at **7:00 am**

**Additional hours are available from 7:00 pm to midnight, as security will be on-site. HOWEVER: You must be checked in prior to 7:00 pm or you cannot have access, PAII and LVE staff will not be available and the loading dock will be closed during this time.

EXHIBIT HOURS:

All exhibits must be set by:
Monday, January 28, 2013 at **7:00 pm**

Tuesday……..January 29, 2013……..7:45 am – 8:55 am
12:15 pm – 7:00 pm
Wednesday….January 30, 2013……..8:30 am – 2:15 pm
3:30 pm – 4:45 pm
Thursday…….January 31, 2013……..9:15 am – 12:00 pm

DISMANTLE:

Dismantle of exhibits may begin:
Thursday, January 31, 2013 at **12:30 pm**

DRIVER CHECK-IN:

All carriers / drivers must check in by:
Thursday, January 31, 2013 at **7:00 pm**
All shipments are to be picked up from the Tropicana unless other arrangements have been made with Las Vegas Expo.

All exhibit materials must be cleared from the facility by:
Thursday, January 31, 2013 at **9:00 pm**

SHOW INFORMATION

SHOW INFORMATION

IMPORTANT: ***Each exhibitor may begin teardown immediately after the show closes. If you have to leave your booth area during this time, it is absolutely imperative that you notify the LVE Service Desk so that your booth contents will not be disturbed or discarded. LVE will NOT be held responsible for any booth contents that become missing or damaged during the move out.***

ALL SHIPMENTS are required to have certified weight tickets.

All inbound shipments MUST be sent to the warehouse.

Shipments sent directly to the show will incur a 100% surcharge to the warehouse receiving rates.

WAREHOUSE SHIPMENTS
(MATERIAL HANDLING CHARGES APPLY)

LVE-IT will accept crated, boxed, or skidded materials beginning ***Thursday, December 27, 2012*** to the warehouse address below. No shipment will be refused; however, any shipment received after ***Friday, January 18, 2013*** will be charged an additional 25% - 50% surcharge. (See Material Handling Form). The warehouse will receive shipments Monday thru Friday during the hours of 7:30 am – 3:00 pm, excluding holidays. **The Payment Authorization Form must be completed and submitted to LAS VEGAS EXPO prior to shipping.**

Warehouse shipping address:
(All information below must be provided on the shipping labels.)

2013 Innkeeping Conference
Exhibiting Company Name _____
Booth #_____
c/o LVE-IT Vegas
4075 East Post Road
Las Vegas, NV 89120
Please use the Warehouse labels enclosed.

If exhibit material is shipped to the hotel, the hotel will turn it over to LAS VEGAS EXPO for distribution to your booth. This will result in material handling and late charges from LAS VEGAS EXPO in addition to any hotel charges.

HOTEL BELLMAN: Hotel bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of $104.00 plus any applicable fees.

HAND CARRY POLICY: Teamsters Union Local #631 has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form in this kit.

SHOW INFORMATION

SHOW INFORMATION

PERSONAL OWNED VEHICLES: Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet the guidelines listed on the Hand Carry Policy form in this kit.

ELECTRICAL: The hotel will handle all electrical requirements. (See the enclosed order form).

TELEPHONE & INTERNET: The hotel will handle all telephone and internet services. Their order form is enclosed.

CLEANING SERVICES: Please note that if you wish to have your booth vacuumed or wastebasket(s) emptied, you must order this service. This cost will be your responsibility (See the enclosed order form).

DISCOUNT RATES: It is to your advantage to read each order form to ascertain the requirements for discount rates and for payment policies before mailing or faxing them to the respective contractors.

CUSTOMER SERVICE: Please call LAS VEGAS EXPO @ (702) 248-6200 and ask for the ***CUSTOMER SERVICE DEPARTMENT.*** You may also FAX us @ (702) 248-4113 or email: customerservice@lvexpo.com

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Tropicana Hotel – Las Vegas, NV
Exhibit dates: January 29 – 31, 2013

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management, as your Official Service Contractor to assist you in making sure your show participation is successful.

This exhibitor kit contains information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

You can save up to 30% on most decorating items by placing your orders in advance. Please check each form for the deadline date listed.

LAS VEGAS EXPO requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. We accept checks, Visa, MasterCard, Discover, and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order.

All materials are on a rental basis and remain the property of LAS VEGAS EXPO. Staples, pins, tape, etc., are not allowed to be used on drape panels and table skirts. Any material damaged will be the responsibility of the exhibitor. Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. LAS VEGAS EXPO cannot be responsible for injuries or falls caused by the improper use of rental furniture.

We realize that exhibiting in a convention can be complicated. If you need assistance our service desk staff will be available throughout the set up of the show and also at the show close. In addition you will be able to contact customer service by phone Monday thru Friday at 702-248-6200 or email to customerservice@lvexpo.com.

We look forward to serving you!

Sincerely,

LAS VEGAS EXPO

IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

INNKEEPING Conference & Trade Show

Tropicana Hotel – Las Vegas, NV

Exhibit dates: January 29 – 31, 2013

Return Order Forms & Payment to: ***LAS VEGAS EXPO*** **–** ***email: customerservice@lvexpo.com***
4075 East Post Road – Las Vegas, Nevada 89120 – (702) 248-6200 – Fax: (702) 248-4113

PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with this form and your orders. Purchase Orders are not considered advance payment. You may choose to pay by credit card, check or money order; however**, we require your credit card authorization to be on file with LAS VEGAS EXPO**. Any show site balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable.

COMPANY: BOOTH #

Address: Street City State Zip

Contact Name Phone # Fax #

EMAIL ADDRESS:

Authorized Signature Authorized Contact – Please Print

CREDIT CARD CHARGE AUTHORIZATION

ACCOUNT NUMBER (in boxes below) **EXPIRATION DATE**

DISCOVER *VISA* *MASTERCARD* *AMERICAN EXPRESS* ***SECURITY CODE**** _____

The security code can be found on the front of your American Express and on the back of the Visa and MasterCard. ***(REQUIRED)***

CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE) CITY STATE ZIP

X

CARDHOLDER'S SIGNATURE CARDHOLDER'S NAME – PLEASE PRINT

SUMMARY OF ORDERS **TOTAL FROM EACH ORDER FORM**

Furniture ……..	_____
Accessories……	_____
Carpet ……..	_____
Signs ……	_____
Cleaning ……..	_____
Labor ……...	_____
Estimated Material Handling ……...	_____
Package Rental Booth……	_____
Other LV EXPO services _____	_____

Electrical is NOT a LV EXPO service. **Please DO NOT send Electrical forms to Las Vegas Expo**

ESTIMATED TOTAL _____

(All payments to be made in U.S. funds)

***Advance pricing applies only to orders received with full payment prior to the deadline date. See each form for their specified deadline date.**

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FURNITURE ORDER

CHAIRS – description	*Item#*	*Quantity*	*Advance Price **	*Regular Price*	*TOTAL*
STANDARD SIDE CHAIR	001		$ 40.00	$ 52.00	
PADDED ARM CHAIR	003		$ 61.00	$ 79.00	
PADDED COUNTER STOOL	005		$ 70.00	$ 91.00	
TABLES – description	***Item#***	***Quantity***	***Advance Price ****	***Regular Price***	***TOTAL***
ROUND TABLE 36"W x 30"H	099		$ 145.00	$ 189.00	
ROUND CAFE TABLE 30"W x 42"H	100		$ 155.00	$ 202.00	
4'L x 30"H DRAPED TABLE (circle color below)	01		$ 72.00	$ 94.00	
6'L x 30"H DRAPED TABLE (circle color below)	02		$ 92.00	$ 120.00	
8'L x 30"H DRAPED TABLE (circle color below)	03		$ 112.00	$ 146.00	
4TH SIDE DRAPE for 6' TABLE (circle color below)	23		$ 27.00	$ 35.00	
4TH SIDE DRAPE for 8' TABLE (circle color below)	23		$ 27.00	$ 35.00	
4'L x 42"H DRAPED COUNTER (circle color below)	04		$ 89.00	$ 116.00	
6'L x 42"H DRAPED COUNTER (circle color below)	05		$ 109.00	$ 142.00	
8'L x 42"H DRAPED COUNTER (circle color below)	06		$ 129.00	$ 168.00	
4TH SIDE DRAPE for 6' COUNTER (circle color below)	24		$ 32.00	$ 42.00	
4TH SIDE DRAPE for 8' COUNTER (circle color below)	24		$ 32.00	$ 42.00	
Show color will be provided if no drape color is selected. There will be an additional charge to change drape color after deadline. CIRCLE DRAPE COLORS: Red1 Blue2 Black3 White4 Silver5 Teal6 Burgundy7 Green8					
4'L x 30"H UNDRAPED TABLE**	010		$ 50.00	$ 65.00	
6'L x 30"H UNDRAPED TABLE**	020		$ 65.00	$ 85.00	
8'L x 30"H UNDRAPED TABLE**	030		$ 80.00	$ 104.00	
4'L x 42"H UNDRAPED COUNTER**	040		$ 70.00	$ 91.00	
6'L x 42"H UNDRAPED COUNTER**	050		$ 88.00	$ 114.00	
8'L x 42"H UNDRAPED COUNTER**	060		$ 98.00	$ 127.00	

***If ordering undraped tables or counters, you must bring your own drape. These are raw wood, and may contain staples.*

**Advance Prices* – ORDER EARLY & SAVE MONEY – A 30% increase applies to ALL orders received without payment and after the DEADLINE DATE:	**DEADLINE DATE: January 14, 2013**

COMPANY: BOOTH #

Address: Street City State Zip

Contact Name Phone # Fax #

The PAYMENT AUTHORIZATION FORM *must* accompany this form.

NOTE: 50% Charge will apply for cancellation orders during move-in.

No credit will be given after close of event on items or services ordered but not received.

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ACCESSORY ORDER

ACCESSORIES - description	*Item #*	*Quantity*	*Advance Price **	*Regular Price*	*TOTAL*
WASTEBASKET	081		$ 15.00	$ 20.00	
EASEL	082		$ 33.00	$ 43.00	
BAG RACK	087		$ 65.00	$ 85.00	
GARMENT RACK	083		$ 65.00	$ 85.00	
WATERFALL CLOTHING RACK 4-ARM	092		$ 89.00	$ 116.00	
LITERATURE RACK (free standing)	223		$ 125.00	$ 163.00	
SIGN HOLDER 22" X 28"	096		$ 55.00	$ 72.00	
TABLE TOP RISER 8" H x 4'L	097		$ 56.00	$ 73.00	
TABLE TOP RISER 8"H & 16"H x 4'L (double step)	098		$ 76.00	$ 99.00	
GLASS SHOWCASE 4' L ½ view	700		$ 330.00	$ 429.00	
GLASS SHOWCASE 4' L full view	701		$ 330.00	$ 429.00	
GLASS SHOWCASE 6' L ½ view	702		$ 425.00	$ 553.00	
GLASS SHOWCASE 6' L full view	703		$ 425.00	$ 553.00	
PEGBOARD 4' x 8' vertical	102		$ 140.00	$ 182.00	
PEGBOARD 4' x 8' horizontal	103		$ 140.00	$ 182.00	
PEGBOARD HOOKS _____4" _____6" _____8"	827		$ 6.00	$ 8.00	
TACKBOARD 4' x 8' vertical	104		$ 140.00	$ 182.00	
TACKBOARD 4' x 8' horizontal	105		$ 140.00	$ 182.00	
GRID 2' x 8' NO legs	106		$ 105.00	$ 137.00	
GRID 2' x 8' with legs	107		$ 120.00	$ 156.00	
16" WATERFALL ARM FOR GRID	093		$ 25.00	$ 33.00	
GRID HOOKS _____4" _____6" _____8"	830		$ 6.00	$ 8.00	
3' HIGH DRAPE – BLACK (price per foot)	203	_____FT	$ 10.00	$ 13.00	
8' HIGH DRAPE – BLACK (price per foot)	213	_____FT	$ 12.00	$ 16.00	
8' UPRIGHT POLE WITH BASE (no drape)	220		$ 15.00	$ 20.00	
6' – 10' TELESCOPIC ROD (no drape)	221		$ 15.00	$ 20.00	

**Advance Prices* – ORDER EARLY & SAVE MONEY – A 30% increase applies to ALL orders received without payment and after the DEADLINE DATE:

DEADLINE DATE: January 14, 2013

COMPANY: BOOTH #

Address: Street City State Zip

Contact Name Phone # Fax #

The PAYMENT AUTHORIZATION FORM *must* accompany this form.

NOTE: 50% Charge will apply for cancellation orders during move-in.

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CARPET ORDER

STANDARD BOOTH CARPET	*Item #*	*QTY.*	*Advance Price **	*Regular Price*	*TOTAL*
9' x 10' circle color below	11		$ 120.00 each	$ 156.00 each	
9' x 20' circle color below	12		$ 240.00 each	$ 312.00 each	
9' x 30' circle color below	13		$ 360.00 each	$ 468.00 each	
9' x 40' circle color below	14		$ 480.00 each	$ 624.00 each	
9' x 50' circle color below	15		$ 600.00 each	$ 780.00 each	

AVAILABLE COLORS: Red1 Blue2 Black3 Gray5 Teal6 Burgundy7

If you order carpet, but no color is selected above, we will install gray carpet.

Orders for Multiple runs of Carpet do not include Seaming and Exact Color Match is not Guaranteed

CUSTOM CUT BOOTH CARPET	*Item #*	*SIZE*	*Advance Price **	*Regular Price*	*TOTAL*
Price is per square foot. MINIMUM ORDER is 100 Sq. Feet	18	X	$ 3.00 per sq ft	$ 4.00 per sq ft	

AVAILABLE COLORS: Red1 Blue2 Black3 Gray5 Teal6 Burgundy7

ACCESSORIES - description	*Item#*	*SIZE*	*Advance Price **	*Regular Price*	*TOTAL*
PADDING –100 sq ft increments	159	X	$ 1.25 per sq ft	$ 2.00 per sq ft	
VISQUEEN-100 sq ft increments	161		$ .50 per sq ft **	$ .85 per sq ft **	
DOUBLE FACE TAPE – Per Roll	162		$ 20.00 per roll **	$ 20.00 per roll **	
CLEAR TAPE – Per Roll	163		$ 10.00 per roll **	$ 20.00 per roll **	

*****Please apply 8.10% sales tax to these items. Visqueen & Tape ONLY***

**Advance Prices* – ORDER EARLY & SAVE MONEY – A 30% increase applies to ALL orders received without payment and after the DEADLINE DATE:	**DEADLINE DATE: January 14, 2013**

COMPANY: BOOTH #

Address: Street City State Zip

Contact Name Phone # Fax #

The PAYMENT AUTHORIZATION FORM *must* accompany this form.

CANCELLATION POLICY FOR CARPET ORDERS

Items cancelled after the deadline date will be charged at 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of ordered price.

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BOOTH CLEANING ORDER

VACUUM – DAILY

Cleaning for the entire number of show days unless otherwise specified in Show Information. Includes emptying of wastebaskets in your exhibit area nightly.

Advanced Price*
Item #301

Booth Dimensions _____ X _____ = Total sq. ft. ____00 (100 sq. ft. increments)** X **$ 0.32*** = Cost per Day $_____

** Example: 8' X 20' = 200 sq. ft. (Not 160 sq. ft.)

Total Booth Cleaning

Cost per Day $_____ X # of show days ___3___ = $_____

Standard Price*
Item #311

Booth Dimensions _____ X _____ = Total sq. ft. ____00 (100 sq. ft. increments)** X **$ 0.40*** = Cost per Day $_____

** Example: 8' X 20' = 200 sq. ft. (Not 160 sq. ft.)

Total Booth Cleaning

Cost per Day $_____ X # of show days ___3___ = $_____

Periodic Porter Service During the Show	***Item #***	***Number of Show Days***		***Price Per Day*** (Advance Price *)	***Price Per Day*** (Regular Price)	***Total***
Up to 1,000 square feet	303	***three***	X	$155.00	$200.00	=
1,001 to 3,000 square feet	304	***three***	X	$185.00	$235.00	=
3,001 and above	305	***three***	X	$270.00	$345.00	=

Includes emptying of wastebaskets in your exhibit area in two-hour intervals during show hours.

To avoid any misunderstanding regarding any cleaning services, please bring any discrepancies to our attention at the open of the show. LVE will be unable to adjust invoices after the close of the show.

**DEADLINE DATE: January 14, 2013*

**Advance Prices* – ORDER EARLY & SAVE MONEY – A 30% increase applies to ALL orders received without payment and after the DEADLINE DATE:

COMPANY: BOOTH #

Address: Street City State Zip

Contact Name Phone # Fax #

The PAYMENT AUTHORIZATION FORM *must* accompany this form.

NOTE: 50% Charge will apply for cancellation orders during move-in.

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CUSTOM SIGN ORDER

Qty	*Item#*	*Size (10 words or less, Black Type)*	*Advance Price **	*Regular Price*	*Total*
	330	7" x 11"	$ 40.00 **	$ 80.00 **	
	331	7" x 44"	$ 45.00 **	$ 90.00 **	
	332	11" x 14"	$ 56.00 **	$ 112.00 **	
	333	14" x 22"	$ 65.00 **	$ 130.00 **	
	334	22" x 28"	$ 85.00 **	$ 170.00 **	
	335	28" x 44"	$120.00 **	$ 240.00 **	
		Other sizes quoted upon request			
Qty	***Item#***	***Optional Services***	***Advance Price ****	***Regular Price***	***Total***
	337	Over 10 Words (per word)	$ 4.00 **	$ 8.00 **	
	338	Color show card (per sign)	$ 15.00 **	$ 30.00 **	
	339	Change per Color of Copy Color Choice(s)_____	$ 13.00 **	$ 26.00 **	
	340	Easel Back (per sign)	$ 10.00 **	$ 20.00 **	

**** Please apply 8.10% sales tax to your total.**

Special artwork, trademarks, logos, graphics and banners quoted upon request. Special orders must be submitted in either Adobe or EPS format, or you will incur an additional $35.00 charge to convert to that format. Please call for information.

Indicate sign copy here (print or type) or attach sign copy

Choose Style:

Horizontal ☐ Vertical ☐

**Advance Prices* – ORDER EARLY & SAVE MONEY – A 100% increase applies to ALL orders received without payment and after the DEADLINE DATE:

DEADLINE DATE: January 14, 2013

COMPANY: BOOTH #

Address: Street City State Zip

Contact Name Phone # Fax #

The PAYMENT AUTHORIZATION FORM *must* accompany this form.

NOTE: 100% Charge for cancellation after order is placed.

No credit will be given after close of event on items or services ordered but not received.

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DISPLAY LABOR ORDER

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

Labor	Begin Date	Start Time	Special Equipment	Number of Laborers	Estimated Hours Each	Total Hours
INSTALLATION						
DISMANTLING						

LABOR – Estimated Charges	***Hours***	***Cost Per Hour***	***Total***	***Item***
STRAIGHT TIME – *One Hour Minimum*		$79.50 per hr		560
OVER TIME – *One Hour Minimum*		$130.00 per hr		561

MINIMUM CHARGE FOR LABOR is ONE HOUR. Time will be calculated to INCLUDE gathering equipment and materials and travel to and from booth space. If your representative has not reported to the labor desk at the time labor has been requested, or, if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.

EQUIPMENT- Rental Rate	***Hours***	***Cost Per Hour***	***Total***	***Item***
FORKLIFT w/operator 0 to 4,000 lbs.– (straight time)		$140.00 per hr		553
JLG/SNORKEL LIFT/ FORKLIFT- (over 4,000 lbs.)		Quote upon request		

If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.

Please Check One:

☐ **OK TO PROCEED:** LAS VEGAS EXPO will supervise the set up of your exhibit. We will install and dismantle your display per your drawings and instructions. The exhibitor need not be present for this service. A 30% Supervision fee will be added to the install and dismantle bills. (Minimum $55.00)
Your onsite personnel will be responsible for turning in Bills of Lading, and shipping labels.

☐ **DO NOT PROCEED:** The exhibitor will supervise the set up of his/her exhibit. Labor scheduled to begin other than 8:00 am will be provided on a first come, first serve basis. It is the exhibitors responsibility to request their labor at the Service Desk.

Straight time – Between 8:00 am and 5:00 pm Weekdays
Over time – Before 8:00 am and after 5:00 pm Weekdays, and all day Saturdays, Sundays and Holidays

Advance Labor* – Labor needs to be set up in advance. Orders need to be sent in by **January 14, 2013, to ensure labor availability. On site orders will be handled on a first come first serve basis and upon availability.

COMPANY: BOOTH #

Address: Street City State Zip

Contact Name Phone # Fax #

The PAYMENT AUTHORIZATION FORM *must* accompany this form.

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RENTAL

COMPANY NAME:_____ BOOTH NUMBER:_____

CONTACT NAME:_____

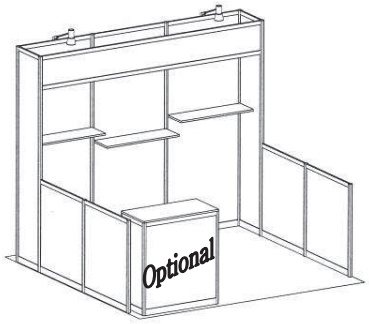
PHONE:_____ FAX:_____

PAYMENT POLICY: All orders must be accompanied by payment in full.

The PAYMENT AUTHORIZATION FORM must accompany this form.

All materials are to remain the property of LAS VEGAS EXPO.

PACKAGE A – 10' X 10'
ADVANCE PRICE $ 1,545.00
AFTER DEADLINE $ 1,945.00



INCLUDES:

* 10' X 10' Free-Standing Display
* Silver Metal/Choice of Black, White or Gray Inserts
* 3 Meter Header w/Company Name
* 2 - Arm Lights
* 3 Shelves
* 1 Meter Counter OPTIONAL - $225.00 each
* Carpet Gray
* Installation and Dismantling
* Does NOT Include Electrical Power** or Electrical Labor**

**Electrical forms must be sent to Electrical Contractor

BOOTH

Please supply_____(Quantity) Package A – 10' x 10' display(s) in Booth Number(s):_____

PANEL COLOR OPTION: (select one) Gray_____ Black_____ White_____
If color selection is not made at time of order your booth will automatically be white. The colors at show site are subject to availability.

ID SIGN: Lettering will be standard black copy, background will be white. Be sure to clearly show spaces and upper and lower case lettering. Logo is NOT included.

Provide copy as you wish it to appear here:_____

OPTIONAL ACCESSORIES:

Item			Advance Price	
807	1 Meter Counter	_____Pieces @	$ 225.00	$_____
808	2'x8' Grid	_____Pieces @	$ 85.00	$_____
809	Shelves	_____Pieces @	$ 40.00	$_____
810	Slatwall	_____Pieces @	$ 125.00	$_____
811	Lights	_____Pieces @	$ 55.00	$_____
801	Package A	_____Pieces @	$1545.00	$_____
		TOTAL		$_____

DEADLINE DATE: January 14, 2013

A 30% increase will apply to all orders received after the deadline date.
CANCELLATION POLICY:
Items cancelled after order has been received will be charged at 50% of ordered price.
Items cancelled after show move-in begins will be charged 100% of original price.

INNKEEPING Conference & Trade Show

Tropicana Hotel – Las Vegas, NV

Exhibit dates: January 29 – 31, 2013

Return Order Forms & Payment to: ***LAS VEGAS EXPO*** **– *email: customerservice@lvexpo.com***
4075 East Post Road – Las Vegas, Nevada 89120 – (702) 248-6200 – Fax: (702) 248-4113

COMPANY NAME:_____ BOOTH NUMBER:_____

CONTACT NAME:_____

PHONE:_____ FAX:_____

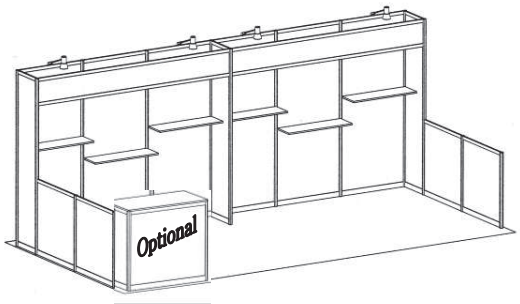
PAYMENT POLICY: All orders must be accompanied by payment in full.

The PAYMENT AUTHORIZATION FORM must accompany this form.

All materials are to remain the property of LAS VEGAS EXPO.

RENTAL BOOTH

PACKAGE B – 10' X 20'
ADVANCE PRICE $ 2,895.00
AFTER DEADLINE $ 3,595.00



INCLUDES:

* 10' X 20' Free-Standing Display
* Silver Metal/Choice of Black, White or Gray Inserts
* 2 - 3 Meter Header w/Company Name
* 4 - Arm Lights
* 6 Shelves
* 1 Meter Counter OPTIONAL - $225.00 each
* Carpet Gray
* Installation and Dismantling
* Does NOT Include Electrical Power** or Electrical Labor**

**Electrical forms must be sent to Electrical Contractor

Please supply_____(Quantity) Package B – 10' x 20' display(s) in Booth Number(s):_____

PANEL COLOR OPTION: (select one) Gray_____ Black_____ White_____
If color selection is not made at time of order your booth will automatically be white. The colors at show site are subject to availability.

ID SIGN: Lettering will be standard black copy, background will be white. Be sure to clearly show spaces and upper and lower case lettering. Logo is NOT included.

Provide copy as you wish it to appear here:_____

OPTIONAL ACCESSORIES:

Item			Advance Price	
807	1 Meter Counter	_____Pieces @	$ 225.00	$_____
808	2'x8' Grid	_____Pieces @	$ 85.00	$_____
809	Shelves	_____Pieces @	$ 40.00	$_____
810	Slatwall	_____Pieces @	$ 125.00	$_____
811	Lights	_____Pieces @	$ 55.00	$_____
803	Package B	_____Pieces @	$2895.00	$_____
		TOTAL		$_____

DEADLINE DATE: January 14, 2013

A 30% increase will apply to all orders received after the deadline date.
CANCELLATION POLICY:
Items cancelled after order has been received will be charged at 50% of ordered price.
Items cancelled after show move-in begins will be charged 100% of original price.

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WORK AUTHORIZATION

All Exhibitors using an Exhibitor Appointed Contractor must return this form.
THIS FORM & CERTIFICATE MUST BE RETURNED BY THE STATED DEADLINE DATE.

☐ We will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs). We will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than **January 14, 2013.**

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in one occurrence, $2,000,000 with respect to injuries to more than one person in any one occurrence; and $500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage, and naming Conference Planners (Event Name) and Exhibitor as additional insured.

_____
EAC Company Name

_____
Service to be provided

_____
EAC Contact person(s)

_____
City State Zip

_____
Telephone Fax

Is this company authorized to order services on your behalf? ☐ Yes ☐ No

Is this company responsible for charges incurred for the show? ☐ Yes* ☐ No
If yes both parties must complete and sign the Third Party Form.

The following must be completed:

Exhibiting Company_____

Booth # (s)_____ Telephone #_____

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

_____

INNKEEPING Conference & Trade Show

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THIRD PARTY AUTHORIZATION

You may arrange for a third party to handle your display and be billed for services. LAS VEGAS EXPO will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you the exhibiting firm. All invoices are due and payable upon receipt.

For your convenience, we will use this authorization to charge for any additional amounts incurred as a result of show site orders placed by your representative for this event.

EXHIBITING FIRM'S **CREDIT CARD CHARGE AUTHORIZATION** *(INFORMATION MUST BE PROVIDED)*

Exhibiting Firm_____Booth#_____Phone_____

Address_____City_____State_____ Zip_____

ACCOUNT NUMBER																EXPIRATION DATE				

DISCOVER ***VISA*** ***MASTERCARD*** ***AMERICAN EXPRESS*** ***SECURITY CODE**** _____

The security code can be found on the front of your American Express and on the back of the Visa and MasterCard. ***(REQUIRED)***

CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE) CITY STATE ZIP

X

CARDHOLDER'S SIGNATURE CARDHOLDER'S NAME – PLEASE PRINT

***Advance pricing applies only to orders received with full payment prior to the deadline date.**
See each form for their specified deadline date.

CREDIT CARD INFORMATION MUST BE FILLED OUT BY BOTH PARTIES.

THIRD PARTY'S **CREDIT CARD CHARGE AUTHORIZATION** *(INFORMATION MUST BE PROVIDED)*

Third Party Company Name_____ Contact_____

Address_____City_____State_____ Zip_____

Phone _____ Fax _____ Email_____

ACCOUNT NUMBER																EXPIRATION DATE				

DISCOVER ***VISA*** ***MASTERCARD*** ***AMERICAN EXPRESS*** ***SECURITY CODE**** _____

The security code can be found on the front of your American Express and on the back of the Visa and MasterCard. ***(REQUIRED)***

CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE) CITY STATE ZIP

X

CARDHOLDER'S SIGNATURE CARDHOLDER'S NAME – PLEASE PRINT

***Advance pricing applies only to orders received with full payment prior to the deadline date.**
See each form for their specified deadline date.

INNKEEPING Conference & Trade Show

Tropicana Hotel – Las Vegas, NV

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4075 East Post Road – Las Vegas, Nevada 89120 – (702) 248-6200 – Fax: (702) 248-4113

MATERIAL HANDLING

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.	*Minimum Charge*	*Additional Charge*	*EST CHGS*
ADVANCE WAREHOUSE SHIPMENTS (Straight Time) Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site, delivered to booth, empty storage containers removed (when tagged), returned to booth at close of show, and freight delivered back to the outbound carrier's truck at show site. LVE-IT / LAS VEGAS EXPO ***DOES NOT*** ACCEPT PAD WRAPPED SHIPMENTS. **All rates are per shipment received.** ***See Show Information for delivery dates)***	first 200 pounds **$104.00**	each additional 100 pounds or a portion of **$52.00**	$_____
OVERTIME FREIGHT (In addition to initial charges) Based on incoming weight – When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LAS VEGAS EXPO, any shipment delivered to, and/or picked up from show site, will be charged at an ***additional*** rate of: ***(See specifications below)***	first 200 pounds **$40.00**	each additional 100 pounds or a portion of **$20.00**	$_____
SPECIAL HANDLING (In addition to initial whse or shwst charges) UPS, Fed Ex, loose and uncrated exhibit material; van line shipments; material with no certified weights; materials with no inbound documents; and/or materials with no pick points received by LVE-IT / LAS VEGAS EXPO will be handled at the ***additional*** rate of:	first 200 pounds **$30.00**	each additional 100 pounds or a portion of **$15.00**	$_____
SMALL PACKAGE Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight per shipment is 25 lbs. ***(See Show Information for delivery dates)***	**WAREHOUSE ONLY** First carton **$25.00** Each additional **$10.00**		$_____

NO SHIPMENTS ARE TO BE SENT DIRECTLY TO THE SHOW.

INSTRUCTIONS: All shipping charges must be PREPAID. LAS VEGAS EXPO (LVE-IT) will refuse freight collect shipments. Materials should be shipped to arrive during published dates to avoid an additional 25% surcharge. Shipments arriving at the LVE-IT warehouse after move-in will incur an additional 50% surcharge.

OVERTIME: Any shipment delivered to, and/or picked up from show site, by either LAS VEGAS EXPO or your carrier, before 8:00 am or after 5:00 pm, Monday thru Friday, and all day Saturday, Sunday, and all holidays. This charge may be applied both inbound and outbound.

FREIGHT RETURNED TO WAREHOUSE FOR PICKUP: See FREIGHT FORM for price.

LAS VEGAS EXPO will not be responsible for damage to uncrated materials improperly packed, or for any concealed damage. See Limits of Liability and Responsibility form in this kit.

Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.
Example: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. = minimum charge of $104.00

Formula to estimate charges over 200 lbs.: # of lbs. Rounded to the next 100 ÷ 100 x rate = estimated charges.
Example: Shipment to the warehouse weighing 328 lbs. rounded to the next 100 = 400 ÷ 100 = 4 x $52.00 = $208.00

COMPANY: BOOTH #

Address: Street City State Zip

Contact Name Phone # Fax #

The PAYMENT AUTHORIZATION FORM *must* accompany this form.

LVE – IT VEGAS
Complete Show Services

WAREHOUSE DELIVERY

TO:_____
(EXHIBITOR NAME)

LVE – IT VEGAS
4075 E. POST ROAD
LAS VEGAS, NV 89120

EVENT: 2013 INNKEEPING Conference

NUMBER_____OF_____PCS. BOOTH #_____

LVE – IT VEGAS
Complete Show Services

WAREHOUSE DELIVERY

TO:_____
(EXHIBITOR NAME)

LVE – IT VEGAS
4075 E. POST ROAD
LAS VEGAS, NV 89120

EVENT: 2013 INNKEEPING Conference

NUMBER_____OF_____PCS. BOOTH #_____

LVE LOGISTICS
WE DELIVER.

EXCEPTIONAL SERVICE

LOCAL & WORLDWIDE

ON TIME & DAMAGE-FREE

LVE Logistics can meet virtually any transit and delivery requirement, to and from the show. As a respected trade show company, we leverage our buying power with our extensive list of carriers and partners. This ensures that we can fulfill any of your transportation needs at deeply discounted rates. Using our preferred carriers gets you and your freight preferred service at show site. This also means no waiting time.

We provide the full selection of small parcel and freight services. These include: next flight out, next day, second day, third day, economy, truckload or even air charter. LVE Logistics can also handle shipments anywhere in the world, not just to and from our show.

FOR IMMEDIATE SERVICE, CALL US AT:

702.429.5898

ASK ABOUT OUR EXCLUSIVE SHOW RATES

SEND EMAIL INQUIRIES TO:

INFO@LVELOGISTICS.COM

Ask us about our storage rates and nationwide warehouse network.

Return Order Forms & Payment to: ***LAS VEGAS EXPO*** *– email: customerservice@lvexpo.com*
4075 East Post Road – Las Vegas, Nevada 89120 – (702) 248-6200 – Fax: (702) 248-4113

RETURN FREIGHT & STORAGE

RETURN TO WAREHOUSE RATES:

Rates include delivery of shipment at close of show to LVE-IT VEGAS warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 200 lbs or more will be charged the following rates with a 1000 lb minimum:

Drayage to warehouse..... $ 11.00 per 100 lbs
Warehouse Handling ..... $ 6.00 per 100 lbs

All freight returned to warehouse that is less than 200 lbs will have a flat rate charge of $50. A LVE Bill of Lading is required to be completed on site at the close of the show for this service.

STORAGE AND ACCEPTANCE POLICY:

Monthly Storage Rate ..... $ 5.00 per 100 lbs

Monthly Storage Rate is billed quarterly, at $ 15.00 per 100 lbs. (1000 lb minimum)

All freight must be crated, palletized or boxed to be eligible for storage. LVE-IT VEGAS reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.

ADVANTAGES:

- **Save on expensive shipping charges.**
- **Storage freight is delivered to the show in advance of direct shipments.**
- **No Marshalling Yard check-in, or waiting.**
- **Warehouse facilities and services are located in Las Vegas for year round access.**
- **30 days free storage included in LVE-IT VEGAS advance drayage rates.**

COMPANY:				BOOTH #
Address:	Street	City	State	Zip
Contact Name		Phone #		Fax #

The PAYMENT AUTHORIZATION FORM *must* accompany this form.

INNKEEPING Conference & Trade Show

Tropicana Hotel – Las Vegas, NV

Exhibit dates: January 29 – 31, 2013

Frequently Asked Freight Questions

WHEN CAN I SHIP TO THE WAREHOUSE?

- We will begin accepting freight 30 days prior to move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date however additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 7:30am – 3:00pm No appointment is necessary.

HOW DO I LABEL MY FREIGHT?

- The label should include the exhibiting company name, the booth number, the name of the event and addresses c/o LVE-IT VEGAS.
- The specific shipping address for the warehouse is located on the Show Information page.
- It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor kit.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed LVE Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. (You can pick one up at the Las Vegas Expo Service Center.)
- After materials are packed, labeled, and ready to be shipped, the completed LVE Bill of Lading must be turned in at the Las Vegas Expo Service Center.
- Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show the shipment will be rerouted to the preferred carrier at the exhibitors’ expense.
- For your convenience, the show preferred carrier will be on site to handle outbound transportation.
- You must notify your carrier of the date & times of pick up.

FIRE AND SAFETY REGULATIONS

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

1. **ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. **ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. **DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. **ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. **VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.
6. **COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. **VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. **ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE.** Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.
9. **COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. **CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
11. **ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. **NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. **ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates or raw flammable materials are not to be used as exhibit supports.
14. **MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH.** Violators will be notified and if not removed by show opening, show decorator will remove and store at **EXHIBITOR'S EXPENSE**. All storage must be kept clear of electric cables or junction boxes.
15. **FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

LIMITS OF LIABILITY & RESPONSIBILITY

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of LAS VEGAS EXPO in its sole discretion. Upon participation of any LAS VEGAS EXPO show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once LAS VEGAS EXPO has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to LAS VEGAS EXPO or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1through 14 below.

1. LAS VEGAS EXPO and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage as determined by LAS VEGAS EXPO.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by LAS VEGAS EXPO or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LAS VEGAS EXPO and its subcontractors are not responsible for the loss or disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to LAS VEGAS EXPO or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. LAS VEGAS EXPO and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to LAS VEGAS EXPO in time to obtain the proper equipment.

4. LAS VEGAS EXPO and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

5. LAS VEGAS EXPO and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

6. LAS VEGAS EXPO and its subcontractors are not insurers; i.e., LAS VEGAS EXPO does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by LAS VEGAS EXPO under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by LAS VEGAS EXPO, or from the negligence of LAS VEGAS EXPO, its subcontractors or their respective employees. If such loss or damage occurs, the liability of LAS VEGAS EXPO and its subcontractors shall be limited to a sum equal to $.30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

7. LAS VEGAS EXPO will not be bound to honor any claim or action brought against LAS VEGAS EXPO or its subcontractors more than 60 days after the date of incident.

8. LAS VEGAS EXPO and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that LAS VEGAS EXPO and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of LAS VEGAS EXPO or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LAS VEGAS EXPO or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. LAS VEGAS EXPO and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freights bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the LAS VEGAS EXPO Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and LAS VEGAS EXPO and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, LAS VEGAS EXPO shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LAS VEGAS EXPO and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. LAS VEGAS EXPO assumes no liability as a result of such rerouting or handling.

13. Dry and Cold Storage – Exhibitor stores products at its own risk. LAS VEGAS EXPO assumes no liability or responsibility for dry or cold storage.

14. The Exhibitor agrees, in the event of a dispute with LAS VEGAS EXPO or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to LAS VEGAS EXPO for freight handling services or any other services provided by LAS VEGAS EXPO or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay LAS VEGAS EXPO prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against LAS VEGAS EXPO or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

ATTENTION

UNION JURISDICTION IN LAS VEGAS, NEVADA

LAS VEGAS SHOW SITE WORK RULES

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Teamsters Local 631 has jurisdiction through a labor agreement with all contractors for the erection, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative materials from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR.

Teamsters Local 631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

FREIGHT HANDLING

Teamsters Local 631 has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show.

An exhibitor may "hand carry" merchandise and "pop-ups" only provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an exhibitor chooses to "hand carry" materials they must utilize the hand carry doors. They are not permitted access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personal vehicle with the following restrictions: 1) the General Contractor has complete control of the loading dock at all times; 2) exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicles may be towed; 3) all material must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local 631 requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

IN GENERAL

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regards to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

Should you have any questions regarding the above please call LAS VEGAS EXPO at 702-248-6200.

PERTAINING TO THE TRANSPORTING OF MATERIALS INTO & OUT OF THE EXHIBIT HALL

HAND CARRY POLICY

Teamsters Union Local #631 has jurisdiction over the handling of materials that are transported into and out of the exhibit hall.

Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

- **~ This is limited to only ONE exhibitor per booth.**
- **~ The exhibitor must carry the materials by hand.**
- **~ The use of wheeled carts or dollies is NOT permitted.**
- **~ The exhibitor is limited to one trip.**
- **~ The exhibitor must use the front entrance; the freight doors are NOT allowed.**

PERSONAL VEHICLE AND CART SERVICE RULES AND FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet **ALL** of the following guidelines. Fees will apply.

- **~ A personal vehicle (POV) is defined as a small passenger car.**
- **~ You must hire a teamster and cart to unload vehicle.**
- **~ Entire load must weigh less than 200 pounds to qualify for POV fees.**
- **~ Entire load must fit on one 2½' x 5' cart. (Cart is supplied by LVE)**
- **~ Payment must be provided in advance or at the time of service.**

If your material meets **ALL** of the above Personal Vehicle rules the following fees will apply:

$ 95.00 - Monday through Friday between 8:00 am and 5:00 pm.

$135.00 - Before 8:00 am or after 5:00 pm, Monday through Friday, and all day Saturday, Sunday, and all holidays.

If you choose not to wait for a teamster and cart, but do use the freight doors, you will still be charged the applicable Material Handling rates for facility access.

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. See Material Handling Form for associated costs.

You may also call LAS VEGAS EXPO's Customer Service Department for assistance on any questions you may have pertaining to material handling at (702) 248-6200.

Chairs

CH100 JACOBSON CHAIR
Natural, Black, White

CH101 DELTA CHAIR
Black

CH102 MONACO CHAIR
Camel, Black

CH104 TOLEDO CHAIR
Natural/Chrome

CH105 BUNGIE CHAIR
Black/Chrome

CH106 CRISS CROSS
White/Chrome

CH107 HALLE CHAIR
Black, Blue

CH111 STUDIO CHAIR
White

CH113 LESLIE CHAIR
White

CH1114 TENDY CHAIR
Black, White, Wenge

CH115 SHEN CHAIR
Black, White

CH116 FORENZA CHAIR
Clear, Orange, Red

Bar Stools

ST200 RUBIN STOOL
Natural, Black

ST201 DELTA STOOL
Black

ST202 MONACO STOOL
Camel, Black

ST203 EQUINO STOOL
Black, Red, White, Natural - Adj.

ST204 TOLEDO STOOL
Natural/Chrome

ST205 BUNGIE STOOL
Black/Chrome

ST206 CRISS CROSS STOOL
White/Chrome

ST207 HALLE STOOL
Black, Blue

ST208 TICKLE STOOL
White, Orange, Red - Adj.

ST213 ENZO STOOL
Black

ST214 TENDY STOOL
Black, White, Wenge

ST215 SHEN STOOL
Black, White

ST216 STOOL
Clear, Orange, Red

Café Tables

CT300/CT301 PEDESTAL TABLE
24" OR 30" Round - Black, White

CT302/CT303 CAFE TABLE
36" or 42" Round - Black, White, Grey

CT304 CHROME/GLASS
42" Round Glass

CT306 TRAVE TABLE
36" Round Chrome/Glass

CT307 BISTRO TABLE
30" Round Black, Natural, Wenge, White

CT309 MONACO TABLE -TRIANGLE
36" Black/Cherry, Black/Glass

CT310 CHROMA TABLE
27.5" Aluminum Square

CT311 CHROMA TABLE
27.5" Aluminum Round

CT315 TONIA TABLE
27" Round White

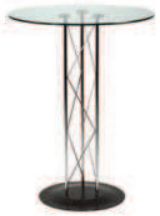
CT350 AVANTE
36" x 60" Glass

CT353 ALTOS TABLE
36" x 60" Chrome/Glass

Bar Tables and Bars

BT400/401 BAR PEDESTAL TABLE
24 "& 30" Round - White, Black

BT402 BAR HIGH TABLE
36" Round - Black, White, Grey

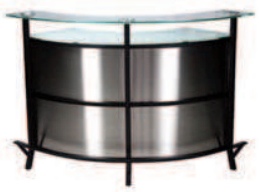


BT406 TRAVE BAR TABLE
32" Round - Chrome/Glass

BT407 BRAVO BAR TABLE
30" Round - Natural, Black, White, Wenge

BT409 MONACO BAR TABLE
36" Tri. Cherry, Glass

BT410 CHROMA BAR TABLE
23.5" Round - Alumnum



BT450 MANHATTAN BAR
Black/Stainless

BT451 INFORMATION COUNTER
Black, White

BT453 MILANO BAR
Wenge

Modular Bars and LED Pedestals

BT460 ITALIA CURVED BAR
White, with light

BT461 ITALIA BAR
White, with light

BT462 ITALIA CORNER BAR
White, with light

BT463 ITALIA DELUXE BAR
White, with light

BT480 / BT481 / BT482 MOD CYLINDER PEDESTAL 21"Dia.
White, 18"H / 30"H / 42"H (Light w/adapter rented seperately)

BT483 / BT484 MOD CUBE PEDESTAL
White, 24x24"H / 21x42"H (Light w/adapter rented seperately)

BT485 LED LIGHT w/adapter
Red, Blue, Green, White

BT490 LUMA CUBE
White, w/light 24x24"H

Conference and Office Chairs

CO500 DAVE CHAIR
Black/Chrome

CO501 DANIELLE SIDE CHAIR
Black/Chrome

CO502 OTTO CHAIR
Black/Chrome, White/Chrome

CO505 LEATHER GUEST CHAIR
Black

CO506 LEATHER HIGHBACK CHAIR
Black

CO507 GUEST CHAIR
Black

CO508 MIDBACK CHAIR
Black

CO509 STACKABLE SIDE CHAIR
Black

CO510 STACKABLE ARM CHAIR
Black

CO511 EUROPA CHAIR
Black

CO512 TASK CHAIR
Black

CO513 TASK STOOL
Black, Adj.

CO514 EXECUTIVE TASK CHAIR
Black

Conference Tables

CF603 CONFERENCE TABLE
48" Round - Black, White, Grey, Maple, Cognac

CF605 RECTANGULAR CONFERENCE TABLE
6' Black, Cognac, Maple, Wenge

CF606/CF608 CONFERENCE TABLE
6' & 8' Black, White, Grey

Office Furniture

OF650 DESK TWO DRAWER
Black, Cognac - Locking

OF652 LATERAL FILE
Black, Cognac - Locking

OF653 STORAGE CABINET
Black - Locking

OF654 COMPUTER WORKSTATION
Black

OF658 SIDEBOARD
Maple, Wenge

Lounge Seating

LG700 ERIN SOFA
Black Leather

LG701 ERIN LOVE SEAT
Black Leather

LG702 ERIN CHAIR
Black Leather

LG706 SCANDIC SOFA
Red, White Leather

LG707 SCANDIC CHAIR
Red, White Leather

LG708 FOCUS SOFA
Coco

LG709 FOCUS CHAIR
Coco, Sand

LG710 SIMPSON SOFA
Cream

LG711 SIMPSON CHAIR
Sage, Gold, Red, Black, Cream (not shown)

LG712 SOLO SOFA
Black

LG713 SOLO LOVESEAT
Black

LG714 SOLO CHAIR
Black

LG717 IBIZA CHAIR
White

LG718 CELINI SOFA
Red, White

LG719 CELINI CHAIR
Red, White

Lounge Seating

LG720 CAPRI SECTIONAL SOFA
Black, White

LG721 CAPRI SECTIONAL BENCH
Black, White

LG722 CAPRI LEFT ARM SOFA
White

LG723 CAPRI 3/4 BACK SOFA
White

LG724 SOHO CURVED BANQUETTE
White

LG750 BENCH OTTOMAN
Black Leatherette, White Microfiber

LG751 ROUND OTTOMAN
Red Leatherette

LG 755 BLOCK OTTOMAN
Blue Microfiber, Black and White Leatherette

LG756 ANGLE OTTOMAN
Black, Silver, White - Leatherette

LG757 RECTANGLE BLOCK OTTOMAN
Black, Silver, White - Leatherette

LG760/LG761 CAPRI OTTOMAN/DRINK TABLE
White

LG780 STEN SWIVEL CHAIR
Black, Red

LG787 PLUTO CHAIR
White

Occassional Tables

OT800 MONZA SQ. COCKTAIL TABLE
Black

OT801 MONZA COCKTAIL TABLE
Black

OT802 MONZA END TABLE
Black

OT803 MONZA SOFA TABLE
Black

OT812 UMBRIA COCKTAIL TABLE
Chrome/Glass

OT813 UMBRIA END TABLE
Chrome/Glass

OT814 CAYMAN COCKTAIL TABLE
Chrome/Glass

OT815 CAYMAN END TABLE
Chrome/Glass

OT818 SEATTLE COCKTAIL TABLE
Cappuccino

OT819 SEATTLE END TABLE
Cappuccino

OT820 SEATTLE SOFA TABLE
Cappuccino

OT824 ASPEN COCKTAIL TABLE
Maple

OT825 ASPEN END TABLE
Maple

OT828 ABBY COCKTAIL TABLE
White, Wenge

OT829 ABBY END TABLE
White, Wenge

OT830 JUPITER SIDE TABLE
Black, White

OT832 EILEEN GREY SIDE TABLE
Chrome/Glass

OT837 SIENA COCKTAIL TABLE
Chrome/Glass

OT838 SIENA END TABLE
Chrome/Glass

OT839 LINEAR COCKTAIL TABLE
Steel

OT840 LINEAR END TABLE
Steel

OT841 GIO COCKTAIL TABLE
Espresso

OT842 GIO END TABLE
Espresso

OT843 SPA COCKTAIL TABLE
Silver/Glass

OT844 SPA END TABLE
Silver/Glass

OT850 MONTEREY COCKTAIL TABLE
Black

OT851 MONTEREY END TABLE
Black

OT852 MONTEREY SOFA TABLE
Black

Extras

XT199 FOLDING CHAIR
Grey

XT904 REFRIGERATOR 4.1 CF
White

XT905 CHROME STANCION/ 906 VELOUR ROPE
Black, Red, Grey

XT907 SIGN HOLDER
Chrome

XT908 BAG STAND
Silver

XT909 WATERFALL STAND
Chrome - Adj.

XT910 COAT TREE
Aluminum

XT911 WASTEBASKET
Black

XT913 6-POCKET LIT. RACK
Black

XT914 2-SIDED LIT. RACK
Black

XT915 4 SIDED LIT RACK
Clear

XT916 COMPUTER PEDESTAL 42" H
24" Sq. Black, White - Locking

XT919 CUBE PEDESTAL 42" H
24" Sq. Black, White

XT921 VEGA TABLE 18" DIA.
Black, Blue, Red, Yellow, Green - Adj.

XT922 LAURENCE SHELF 72" H
Black, White

XT923/XT924 METAL SHELVING
Black, White 54"H or 72"H

XT925 CUBE SHELF
Natural, White

XT926 SHOJI SHELF
Wenge

XT950 TABLE LAMP
A B C

XT951 FLOOR LAMP
A B C

XT954 ARCH LAMP
WH/Steel

PLEASE FAX COMPLETE
ORDER FORM TO:
847-378-8062

CUSTOM FURNITURE RENTAL

Provided by Angles On Design
1951 Touhy Avenue, Elk Grove Village, IL 600007
Fax: 847-671-5489 • Phone: 847-378-8062
4151 N. Pecos Road, Suite 205, Las Vegas, NV 89115
Las Vegas Phone: 702-798-6433
www.anglesondesign.com

Show: 2013 INNKEEPING Conference
Show Dates: January 29-31, 2013
Location: Tropicana Hotel
Deadline: January 15, 2013

ITEM #	DESCRIPTION	COLOR	DISC $	REG $	QTY	TOTAL
CHAIRS						
CH100	JACOBSON CHAIR	BK NAT WH	90	120		
CH101	DELTA CHAIR	BK	110	145		
CH102	MONACO CHAIR	CAM BK	115	150		
CH104	TOLEDO CHAIR	NAT	115	150		
CH105	BUNGIE CHAIR	BK	115	150		
CH106	CRISS CROSS CHAIR	WH	115	150		
CH107	HALLE CHAIR	BK BL	115	150		
CH111	STUDIO CHAIR	WH	115	150		
CH113	LESLIE CHAIR	WH	115	150		
CH114	TENDY CHAIR	BK WH WNG	115	150		
CH115	SHEN CHAIR	BK WH	125	160		
CH116	FORENZA BAR STOOL	CL OR RD	125	160		
BAR STOOLS						
ST200	RUBIN BAR STOOL	NAT BK	145	190		
ST201	DELTA BAR STOOL	BK	125	160		
ST202	MONACO BAR STOOL	CAM BK	145	190		
ST203	EQUINO ADJ. STOOL	BK RD WH NAT	165	215		
ST204	TOLEDO BAR STOOL	NAT	155	200		
ST205	BUNGIE BAR STOOL	BK	145	190		
ST206	CRISS CROSS BAR STOOL	WH	145	190		
ST207	HALLE BAR STOOL	BK BL	145	190		
ST208	TICKLE ADJ. STOOL	WH OR RD	145	190		
ST213	ENZO BAR STOOL	BK	155	200		
ST214	TENDY BAR STOOL	BK WH WNG	155	200		
ST215	SHEN BAR STOOL	BK WH	160	210		
ST216	FORENZA BAR STOOL	CL OR RD	160	210		
CAFÉ TABLES						
CT300	PEDESTAL TABLE 24"DIA	BK WH	125	160		
CT301	PEDESTAL TABLE 30"DIA	BK WH	135	175		
CT302	CAFE TABLE 36" DIA	BK GY WH	145	190		
CT303	CAFE TABLE 42" DIA	BK GY WH	155	200		
CT304	CHROME/GLASS TABLE 42 DIA	GLASS	145	190		
CT306	TRAVE TABLE 36"DIA	GLASS	165	215		
CT307	BISTRO TABLE 30"DIA	NAT BK WH WNG	145	190		
CT309	MONACO TABLE 36"TRI	CHRY GL	145	190		
CT310	CHROMA TABLE 27.5 Square	ALUMINUM	135	175		
CT311	CHROMA TABLE 27.5 Round	ALUMINUM	135	175		
CT315	TONIA TABLE 27"Round	WH	145	190		
CT350	AVANTE 36X30	GLASS	215	280		
CT353	ALTOS TABLE 36X60	GLASS	235	305		
BAR TABLES AND BARS						
BT400	BAR PEDESTAL TABLE 24"DIA	BK WH	135	175		
BT401	BAR PEDESTAL TABLE 30"DIA	BK WH	145	190		
BT402	BAR HIGH TABLE 36" DIA	BK WH GY	155	200		
BT406	TRAVE BAR TABLE 32"DIA	GLASS	195	255		
BT407	BRAVO BAR TABLE 30"DIA	NT BK WH WNG	175	230		
BT409	MONACO BAR TABLE 36"TRI	CHRY GLASS	165	215		
BT410	CHROMA TABLE 23.5" DIA	ALUMNUM	155	200		
BT450	MANHATTAN BAR	STAINLESS	650	850		
BT451	INFORMATION COUNTER	BK WH	350	455		
BT453	MILANO BAR	WENGE	650	850		
MODULAR BARS AND LED PEDESTALS						
BT460	ITALIA CURVED BAR w/light	WH	550	715		
BT461	ITALIA BAR w/light	WH	450	585		
BT462	ITALIA CORNER BAR w/light	WH	450	585		
BT463	ITALIA DELUXE BAR w/light	WH	650	850		
BT480	MOD CYLINDER PEDESTAL 18	WH	145	190		
BT481	MOD CYLINDER PEDESTAL 30	WH	165	215		
BT482	MOD CYLINDER PEDESTAL 42	WH	195	255		
BT483	MOD CUBE 24X24	WH	165	215		
BT484	MOD CUBE PEDESTAL 21X42	WH	195	255		
BT485	LED LIGHT w/adapter for use with BT480-BT484	MULTI (RBGW)	85	110		
BT490	LUMA CUBE w/light	WH	240	310		
CONFERENCE AND OFFICE CHAIRS						
CO500	DAVE CHAIR	BK	155	200		
CO501	DANIELLE SIDE CHAIR	BK	145	190		
CO502	OTTO CHAIR	BK WH	165	215		
CO505	LEATHER GUEST CHAIR	BK	145	190		
CO506	LEATHER HIGHBACK CHAIR	BK	165	215		
CO507	GUEST CHAIR	BK	120	165		
CO508	MIDBACK CHAIR	BK	140	185		
CO509	STACKABLE SIDE CHAIR	BK	65	85		
C0510	STACKABLE ARM CHAIR	BK	70	90		
CO511	EUROPA CHAIR	BK	120	155		
CO512	TASK CHAIR	BK	120	155		
CO513	TASK STOOL	BK	140	180		
CO514	EXECUTIVE TASK CHAIR	BK	175			
CONFERENCE AND OFFICE CHAIRS						
CF603	CONFERENCE TABLE 48"DIA	BK WH GY COG MAP	240	310		
CF605	RECTANGULAR TABLE 6'	COGNAC MAPLE	300	390		
CF606	CONFERENCE TABLE 6'	BK WH GY	300	390		
CF608	CONFERENCE TABLE 8'	BK WH GY	360	470		
OFFICE FURNITURE						
OF650	DESK W/LOCKING 2-DRAWER	BK C0G	355	460		
OF652	LATERAL FILE, LOCKING	BK COG	300	390		
OF653	STORAGE CABINET LOCKING	BK	275	360		
OF654	COMPUTER WORKSTATION	BK	145	190		
OF658	SIDEBOARD	MAP WNG	395	515		

Company Name: _____ Phone#: _____ Booth #: _____

PLEASE FAX COMPLETE ORDER FORM TO:
847-378-8062

Show:
Show Dates:
Location:

Custom Furniture Continued

ITEM #	DESCRIPTION	COLOR	DISC $	REG $	QTY	TOTAL
LOUNGE SEATING						
LG700	ERIN LEATHER SOFA	BK	450	585		
LG701	ERIN LEATHER LOVESEAT	BK	400	520		
LG702	ERIN LEATHER CHAIR	BK	350	455		
LG706	SCANDIC LEATHER SOFA	WH RED	450	585		
LG707	SCANDIC LEATHER CHAIR	WH RED	350	455		
LG708	FOCUS SOFA	COCO	350	455		
LG709	FOCUS CHAIR	COCO SAND	275	360		
LG710	SIMPSON SOFA	CREAM	350	455		
LG711	SIMPSON CHAIR	SAGE GOLD RD CREAM BK	275	360		
LG712	SOLO SOFA	BK	350	455		
LG713	SOLO LOVESEAT	BK	315	410		
LG714	SOLO CHAIR	BK	275	360		
LG717	IBIZA CHAIR	WH	375	490		
LG718	CELINI SOFA	WH RED	400	520		
LG719	CELINI CHAIR	WH RED	350	455		
LG720	CAPRI SECTIONAL SOFA	BK WH	450	585		
LG721	CAPRI SECTIONAL BENCH	BK WH	300	390		
LG722	CAPRI LEFT ARM SOFA	WH	450	585		
LG723	CAPRI 3/4 BACK SOFA	WH	450	585		
LG724	SOHO CURVED BANQUETTE	WH	495	645		
LG750	BENCH OTTOMAN	BK WHITE	160	210		
LG751	ROUND OTTOMAN	RED	130	170		
LG755	BLOCK OTTOMAN	BK WH BL	85	110		
LG756	ANGLE OTTOMAN	BK SILVER WH	350	455		
LG757	RECTANGLE BLOCK OTTOMAN	BK SILVER WH	150	195		
LG760	CAPRI ROUND OTTOMAN	WH	150	195		
LG761	CAPRI DRINK TABLE	WH	135	175		
LG780	STEN SWIVEL CHAIR	BK RED	150	195		
LG787	PLUTO CHAIR	WH	150	195		
OCCASSIONAL TABLES						
OT800	MONZA SQUARE COCKTAIL	BK	180	235		
OT801	MONZA OVAL COCKTAIL	BK	170	220		
OT802	MONZA END TABLE	BK	155	200		
OT803	MONZA SOFA TABLE	BK	190	245		
OT812	UMBRIA COCKTAIL TABLE	GLASS	170	220		
OT813	UMBRIA END TABLE	GLASS	145	190		
OT814	CAYMAN COCKTAIL TABLE	GLASS	180	235		
OT815	CAYMAN END TABLE	GLASS	155	200		
OT818	SEATTLE COCKTAIL TABLE	CAPPUCCINO	170	220		
OT819	SEATTLE END TABLE	CAPPUCCINO	145	190		
OT820	SEATTLE SOFA TABLE	CAPPUCCINO	180	235		
OT824	ASPEN COCKTAIL TABLE	MAPLE	145	190		
OT825	ASPEN END TABLE	MAPLE	130	170		
OT828	ABBY COCKTAIL TABLE	WH WNG	195	255		
OT829	ABBY END TABLE	WH WNG	170	220		
OT830	JUPITER SIDE TABLE	BK WH	170	220		
OT832	EILEEN GREY SIDE TABLE	GL	170	220		
OT837	SIENA COCKTAL TABLE	GL	170	220		
OT838	SIENA END TABLE	GL	145	190		
OT839	LINEAR COCKTAIL BENCH	STEEL	195	255		
OT840	LINEAR END BENCH	STEEL	170	220		
OT841	GIO COCKTAIL TABLE	ESPRESSO	170	220		
OT842	GIO END TABLE	ESPRESSO	145	190		
OT843	SPA COCKTAIL TABLE	GL	195	255		
OT844	SPA END TABLE	GL	170	220		
OT850	MONTEREY COCKTAIL TABLE	BK	170	220		
OT851	MONTEREY END TABLE	BK	145	190		
OT852	MONTEREY SOFA TABLE	BK	180	235		
EXTRAS						
XT199	FOLDING CHAIR	GY	40	50		
XT904	REFRIGERATOR 4.1 CF	WH	195	255		
XT905	STANCHION	CHROME	30	40		
XT906	VELOUR ROPE	BK RD GY	20	25		
XT907	SIGN HOLDER	CHROME	80	105		
XT908	BAG STAND	SILVER	80	105		
XT909	WATERFALL CLOTHES RACK	CHROME	90	115		
XT910	COAT TREE	ALUMINUM	70	90		
XT911	WASTEBASKET	BK	35	30		
XT913	6 POCKET LIT RACK	BK	110	145		
XT914	2 SIDED 6 POCKET LIT RACK	BK	110	145		
XT915	CLEAR 4 SIDED LIT RACK 60"	CLEAR	235	305		
XT916	COMPUTER PEDESTAL 24X42	BK WH	325	425		
XT919	CUBE PEDESTAL	BK WH	225	295		
XT920	STACKER TABLE 16" SQ	BK NAT	40	50		
XT921	VEGA TABLE 18" DIA. ADJ.	BK BL RD YL GR	110	145		
XT922	LAURENCE SHELF 72" H	BK	170	220		
XT923	METAL SHELVING 54" H	BK WH	110	145		
XT924	METAL SHELVING 72" H	BK WH	135	175		
XT925	CUBE SHELF 58"H	NAT WH	150	195		
XT926	SHOJI SHELF 71"H	WENGE	160	210		
XT950	TABLE LAMP	A B C	90	115		
XT951	FLOOR LAMP	A B C	135	175		
XT954	ARCH LAMP	WH/STEEL	210	275		
		ORDER TOTAL:				

Payment Information:

Please Circle Payment Type:

Company Check Enclosed Credit Card: American Express VISA MasterCard

Credit Card Number

Veri Code Exp. Date

Billing Address

City State Zip

Authorized Signature

Card Holder Name

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

07/11 REV - LVE

Tropicana LAS VEGAS Audio / Visual Exhibitor Order Form

ORDER EARLY AND SAVE!

EVENT NAME:																ROOM / BOOTH:			
COMPANY:																DELIVERY DATE:		DELIVERY TIME:	
BILLING NAME AND STREET ADDRESS:																PICKUP DATE:		PICKUP TIME:	
CITY			STATE:			ZIP:										ONSITE CONTACT:			
PHONE:			FAX:			EMAIL:										CONTACT PHONE:			
CARDHOLDER NAME:			CC TYPE:		CC#:														
CARDHOLDER SIGNATURE:																EXP DATE:		SECURITY CODE	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

To receive PRE SHOW rates Encore must receive your order no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate.

ALL EQUIPMENT PRICES ARE PER DAY

DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
VIDEO EQUIPMENT					
22" LCD MONITOR HD (16:9)	120.00	148.00			
32" LCD HD (16:9)	300.00	360.00			
42" PLASMA (16:9)	400.00	480.00			
50" PLASMA (16:9)	525.00	605.00			
61" PLASMA (16:9)	1,260.00	1512.00			
6' PLASMA STAND FOR 42"-50" & 32" LCD	80.00	96.00			
DVD PLAYER	80.00	96.00			
BLU RAY PLAYER	105.00	126.00			
LCD PROJECTOR – 3000 LUMENS	395.00	474.00			
LCD PROJECTOR – 6000 LUMENS	660.00	792.00			
FLIPCHART PACKAGE	50.00	70.00			
COMPUTER EQUIPMENT					
19" LCD MONITOR	120.00	150.00			
LAPTOP COMPUTER	$200 / Day				
WIRELESS PRESENTATION MOUSE	50.00	60.00			
SCREENS					
TRIPOD 6' X 6'	90.00	120.00			
TRIPOD 8' X 8'	90.00	120.00			
CRADLE 10' X 10'	125.00	150.00			

DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
RIGGING & STAGING					
MOTORS *(WEEKLY RATE)*	160.00	192.00			
RIGGING POINTS *(WEEKLY RATE)*	70.00	84.00			
BANNER HANGING *(WEEKLY RATE)*	100.00	120.00			
LABOR		RATE		HRS	
ALL RIGGING IS SUBJECT TO AT LEAST 2 RIGGERS @ $89.00 HOUR WITH A 4 HOUR MINIMUM.		89.00/hr X			
CONTACT US FOR LABOR TERMS AND CONDITIONS.					
AUDIO EQUIPMENT					
UHF COMBO (CHECK ONE) ☐ HH ☐ LAV	135.00	162.00			
WIRED MICROPHONE	45.00	54.00			
SM. POWERED SPEAKER	50.00	60.00			
LG. POWERED SPEAKER	100.00	120.00			
DIRECT BOX FOR COMPUTER AUDIO	30.00	36.00			
12 CHANNEL MIXER	160.00	192.00			
CD PLAYER	65.00	78.00			
					TOTALS
					TOTAL EQUIPMENT CHARGES
					LABOR estimate will be provided as needed. XXXXXX
					20% EQUIPMENT SERVICE CHARGE ($20 minimum)
					TOTAL DUE

CANCELLATIONS: written cancellation of ordered equipment and services must be received 72 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.

RIGGING, HOUSE SOUND AND ELECTRICAL SERVICES ARE AN EXCLUSIVE SERVICE OF TROPICANA LAS VEGAS

COMPLETE THIS FORM AND FAX TO 702.739.2324

Encore Productions
3801 S. Las Vegas Blvd.
Las Vegas, NV 89109
p | 702.739.2312
f | 702.739.2324
sjohnson@encoreproductions.net

encore productions presentations and events

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE PRODUCTIONS AT TROPICANA LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 967-4300 Fax: (702) 967-3844 Email: services@encoreproductions.net

Booth Number:	**To receive advanced pricing, Encore Productions must receive your completed order, with billing information, fourteen (14) days prior to show move-in.**	**EVENT NAME:**

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
EXHIBITING COMPANY NAME:	
BILLING ADDRESS:	

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:		ON-SITE PHONE:
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED

ELECTRICAL SERVICES FORM

Encore Productions, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	**Installation cannot begin until order is finalized and payment method has been received**

ELECTRICAL SERVICES	**ADVANCED ORDER RATE**	**STANDARD ORDER RATE**	**QUANTITY**	**QUANTITY OF 24 HOUR POWER**	**SUBTOTAL**
120 VOLTS - 500 WATTS OR **5 AMPS**	$110.00	$137.00			
120 VOLTS - 1000 WATTS OR **10 AMPS**	$180.00	$223.00			
120 VOLTS - 2000 WATTS OR **20 AMPS**	$258.00	$320.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	$475.00	$595.00			
ELECTRICAL MATERIALS	**ADVANCED ORDER RATE**	**STANDARD ORDER RATE**	**QUANTITY**		
6' OUTLET PLUG STRIP	$25.00	$30.00			
25' EXTENSION CORD	$25.00	$30.00			
PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS					
ADDITIONAL ELECTRICAL SERVICES	**ADVANCED ORDER RATE**	**STANDARD ORDER RATE**	**QUANTITY**	**QUANTITY OF 24 HOUR POWER**	
208 VOLTS SINGLE PHASE 30 AMPS	$535.00	$670.00			
208 VOLTS SINGLE PHASE 60 AMPS	$830.00	$1,035.00			
208 VOLTS SINGLE PHASE 100 AMPS	$1,320.00	$1,625.00			
				SUBTOTAL	
PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE					
ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE				**10% SERVICE FEE**	
ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQURE ELECTRICAL LABOR				**MATERIAL AND SERVICES TOTAL**	
LABOR RATES: STRAIGHT TIME - $100.00 OVERTIME - $200.00				LABOR TOTAL	
MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE				**GRAND TOTAL**	

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Productions to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Productions reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Productions connections and/or services. Encore Productions reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.

7.) Encore Productions is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Productions and will ensure that all equipment is returned to Encore Productions. Encore Productions reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Productions for this order will remain the property of Encore Productions. c) Only Encore Productions personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Productions does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Productions is a limitation of liability so that Client's sole remedy or recourse against Encore Productions shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Productions shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE PRODUCTIONS AT TROPICANA LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 967-4300 Fax: (702) 967-3844 Email:services@encoreproductions.net

Booth Number:	**To receive advance order rate, Encore Productions must receive your completed order form, with billing information, fourteen (14) days prior to move-in.**	**EVENT NAME:**
EVENT DATES:		INSTALL LOCATION IN ROOM/BOOTH:
EXHIBITING COMPANY NAME:		
ONSITE CONTACT:		ON-SITE PHONE:
ORDERED BY:		EMAIL ADDRESS:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

BOOTH LAYOUT FORM

Instructions: 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _____ Cables to be Run Under Carpeting?: _____

Back of Booth/Aisle Number: (indicate adjacent Booth) _____

Adjacent Booth # _____

Adjacent Booth # _____

Front of Booth/Aisle Number: (indicate adjacent Booth) _____